

## PAAB Process When Assessors Change

When there is a change in assessor, it is important that PAAB be notified in order to avoid any delay or complication in the resolution of outstanding PAAB appeals. There are two main steps that ensure a smooth transition:

- 1) Notify PAAB of the change in assessor and, if known, provide the new assessor's name and contact information; *and*
- 2) Change all pertinent information in eFiling to reflect the assessor change.

### Step 1: Notify PAAB

Send an email to [paab@iowa.gov](mailto:paab@iowa.gov) advising of the change in assessor. If possible, please provide the new assessor's name and contact information. This information allows PAAB to update our records/database and accurately refer taxpayer issues to the Assessor's Office when necessary.

### Step 2: Modify eFiling Information

The PAAB eFiling system must be appropriately modified so that the new assessor will receive email notifications regarding PAAB appeals.

1. Log in to eFiling at <https://efile-paab.iowa.gov/> using the User Name and Password for the prior assessor.
  - a. *Note: You do not need to create a new account.*
  - b. If you have not been provided the prior assessor's User Name or Password, contact PAAB at (515) 725-0338 for assistance.
2. When logged in, find the **My Profile** tab and click on **My Profile**.
3. Click on the **Modify User Profile** button on the bottom left hand corner.
4. Edit the User Profile as needed to reflect the assessor change. Please verify that the correct email address or addresses are entered.
5. When complete, click **Submit**.
6. If desired, you may also change the password on the account by clicking **Change Password**. When complete, click **Submit**.